

4 September 1963

OFFICE OF PERSONNEL MEMORANDUM NO. 22-7-1

SUBJECT: Invitee Travel for Pre-employment Processing

1. It is Agency policy to bring all applicants selected for professional positions to Washington, D.C., at Government expense for pre-employment processing. Arrangements for such processing, which includes a security interview and medical examination, will be made as soon as possible after preliminary selection of the applicant has been made. All pre-employment procedures are to be completed within a single trip, generally of no more than two or three days duration. If necessitated by either an applicant's schedule or an Agency requirement, arrangements can be made for pre-employment processing to be accomplished outside of normal duty hours or on Saturday. JOT's, whose processing is covered by separate procedures, are excepted from the provisions established herein.

2. The authority given to the Director of Personnel under [] to approve travel orders to accomplish the above processing has been delegated to the Chief and Deputy Chief, Personnel Operations Division.

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3. Invitee travel orders will be approved only after the following minimum requirements have been met:

a. At least one interview has been conducted by a Field Recruiter, a member of the Washington Recruiting Office, or a representative of an operating component;

b. A complete Personal History Statement or material permitting equivalent review is available in Headquarters;

c. The Placement Officer concerned is satisfied with the qualifications as shown by the record;

d. An invitee clearance has been received from the Office of Security;

e. An appropriate request for processing has been made in any case initiated by an operating component.

4. The Office of Personnel representative who contacts the applicant to arrange the Washington visit will normally do so only after the travel order has been approved.

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Acting Director of Personnel

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